

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

September 5, 2018 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Don Disselkoen, MAC – Vice-Chair

Jonathan Start, MTPA/KATS – Chair

Support Staff Present:

Roger Belknap, MDOT
Nan Ewald, DTMB/CSS, via Telephone
Polly Kent, MDOT

Tim Colling, MTU
Cheryl Granger, DTMB/CSS, via Telephone
Gloria Strong, MDOT

Members Absent:

Gary Mekjian, MML
Rob Surber, DTMB/CSS

Public Present:

Dirk Heckman, Mackinac County Road Commission

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:41 a.m. Everyone was introduced and welcomed to the meeting.

2. Changes or Additions to the Agenda:

D. Disselkoen made a motion to approve J. Starts request of adding PASER Data Collection Policy Amendments, Non-federal Aid to the agenda; D. Bradshaw seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda – J. Start (Action Items):

4.1. - Approval of the July 11, 2018 Meeting Minutes (Attachment 1)

D. Bradshaw made a motion to approve the July 11, 2018 meeting minutes; D. Disselkoen seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2)

R. Belknap gave an update of the TAMC financial status. A copy of the report was provided.

5. Review and Discussion Items:

5.1. – 2018 TAMC Fall Conference Date and Planning – R. Belknap (Attachment 3)

The TAMC 2018 Fall Conference will be held at the Ramada Inn of Marquette on October 23, 2018. R. Belknap scheduled the first Conference Planning Committee meeting for this Friday, September 7, 2018. He will be scheduling more in the near future. R. Belknap has already lined up presenters and has verified that a few are able to attend the conference. R. Belknap recently sent out the Save-the-Date. The ACE Committee feels it is a good idea to shorten the TAMC conferences so that people have time to network and drive home earlier.

Action Item: R. Belknap will create a sponsorships document for Council members to use to solicit Sponsorships.

5.2. – 2019 TAMC Spring Conference in Collaboration with APWA Date and Planning – G. Strong

The American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018. They will hold their annual golf outing on May 21, 2018. Discussions were had on the date that TAMC should hold the 2019 TAMC Spring Conference during the same week or merge our conference with APWA, sharing presenters, meals, etc. G. Strong will contact APWA conference support staff and discuss the possibilities of when TAMC should hold their conference. Several TAMC Council members felt Mondays are not good days to hold the conference as people have standing meetings that they are required to attend. Also, Fridays are also bad days to hold the conference as most of the locals do not work on Fridays. Is it possible for APWA to change their golf day to Monday so everyone can participate and TAMC hold their conference on Tuesday? Is there a possibility that TAMC could hold it on the same Wednesday as APWA but in a separate room? Any conflicts? G. Strong will discuss and meet with APWA and work with MDOT Finance and APWA on possibly merging the conferences, then come back and discuss with ACE at the next ACE Committee meeting on November 7, 2018. TAMC may have to hold the meeting on Tuesday, May 21, 2018, during the APWA golf outing. Perhaps APWA could have a later tee off time for the golf outing and TAMC could end their conference early for those that would like to participate in the APWA golf outing. TreeTop is a smaller resort and in order to assure TAMC has rooms and space for the conference, a decision will need to be made in the near future so G. Strong can lock in the contract.

Action Item: G. Strong will discuss with APWA and MDOT Finance on what would be a good day and how to possibly collaborate with APWA with holding the TAMC conference on the same day. She will report back on her findings at the November 7, 2018 ACE Committee meeting.

5.3. – LTAP “The Bridge” Newsletter Article Status – R. Belknap/T. Colling

The next article will be done by MTU on the Culvert Pilot Project. They will use the Executive Summary from the report and add a few interviews to create the article. The article is due by end of September. The next article will be done by full Council and may be on the integration of TAMC with the Michigan Infrastructure Council (MIC) that was recently passed in legislation. By then TAMC and MIC will have more insight on what is expected of TAMC/MIC and more information to add to the article. Information regarding when asset management plans are due and what Public Act 325 means to local agencies will be addressed also. TAMC needs to make local agencies aware that asset management plans are not actually due until 2020.

Action Item: The full Council will do the next article for “The Bridge” Newsletter. MTU will inform the Council of the due date for the next article. The subject of the article will be the recent legislation regarding the MIC, new TAMC requirements, and asset management plans.

5.4. – Investment Reporting Tool Training Schedule – C. Granger

A discussion was had on whether to cut back on CSS doing five on-site and five Webinar IRT trainings. The ACE Committee feels it is important to hold all 10 of the trainings. On-site trainings were felt to be the most important for CSS and MTU to hold. It was felt that participants learn better when they have someone physically present to work with them and they feel more open to ask questions. CSS will keep doing the 10 trainings and J. Ross will provide the schedule and locations at the next ACE Committee meeting in November. CSS will look at doing a training session in Gaylord instead of in Alpena, since Gaylord is an “easier access” location. D. Heckman, from Mackinac County Road Commission, made a suggestion to hold the PASER and IRT trainings on the same day to save on travel for participants. The Committee felt this was a very good suggestion and MTU and CSS will work together to possibly do the trainings on the same date and location.

Action Item: MTU and CSS will work together to possibly combine their training sessions and share the schedule at the next ACE Committee meeting on November 7, 2018.

5.5. – Assignment: Establish TAMC Data Sharing Policy – J. Start

The ACE Committee was given the task of looking at creating a TAMC Data Sharing Policy by TAMC full Council due to the many data requests that TAMC receives throughout the year. The ACE Committee has asked that the MDOT support staff create a draft policy that includes the following information and ACE Committee will review the draft at their November 7, 2018 meeting:

- If the requester has access to the data already, TAMC will not do work for other people, such as arranging it in a particular format for them. TAMC can simply provide them the link to the data and the requester can obtain the data and format the information for themselves.
- Some requests may need to be handled by a Freedom of Information Act (FOIA) request. MDOT support staff will look at the language that the MDOT FOIA Office uses and what a FOIA entails. What are the costs?
- What extra effort do we want support staff to do? Do they have the time? Is this within the TAMC budget?
- If the requester is a member agency (an agency that puts data into the IRT), should they be treated differently than other requesters?

Action Item: MDOT support staff will create a first draft of the TAMC Data Sharing Policy and provide it at the November 7, 2018 ACE Committee Meeting.

5.6. – PASER Data Collection Policy Amendments for Non-Federal Aid – J. Start

The committee will look at possibly changing the data collection period in the policy. They also need to clarify what fiscal year their data collection funds will be coming out of since it is so close to the fiscal year end September 30. All data collection agencies must provide their fiscal year end.

Action Item: Each ACE Committee member will review the Data Collection Policy and come back with any recommended changes at the November 7, 2018 ACE Committee meeting.

6. Public Comments:

D. Heckman, from the Mackinac County Road Commission, made a suggestion to hold the PASER and IRT trainings on the same day. The trainings are usually held during the winter/early spring. Holding the trainings on the same day will save time for the participants and possibly save money for TAMC. This was felt to be a good idea by the ACE Committee, MTU, and CSS. MTU and CSS will collaborate and create a schedule with dates, time and locations. T. Colling suggested that they do three days of training with three circuits.

7. Member Comments:

MTU will be doing a Water Asset Management Conference with the Environmental Finance Center in the SEMCOG area in the near future.

8. Adjournment:

The meeting adjourned at 12:02 p.m. The next meeting will be held November 7, 2018 at 10:30 a.m., 2700 Port Lansing Road, Lansing, Michigan. ACE Committee will not hold an October meeting due to the TAMC Conference on October 23, 2018 at the Ramada Inn of Marquette.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
APWA	American Public Works Association
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)

CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COUNCIL
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	Roadsoft Users Conference United States
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES

UWP	UNIFIED WORK PROGRAM
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